If you received a laptop letter on your Applicant Portal confirming your use of a laptop on the February 2017 Minnesota bar examination, follow the directions outlined below to install and register your copy of SofTest on your laptop by the date listed below.

Date Ranges for Completing the SofTest Registration Process:
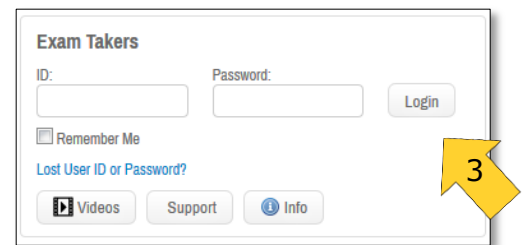
December 2, 2016 through January 23, 2017

Applicants who have not registered SofTest <u>and</u> completed the Mock Exam within the deadline established will not be allowed to use their laptop computer for that examination and will be required to hand write their answers.

1. You must agree to upload the answer files via the Internet by **9:00 p.m. on Wednesday, February 22, 2017**.

2. You must agree to hand write the examination in the event of a power failure or a hardware or software malfunction.

3. You must agree to NOT remove, delete, or uninstall SofTest or any SofTest program files until results have been published.
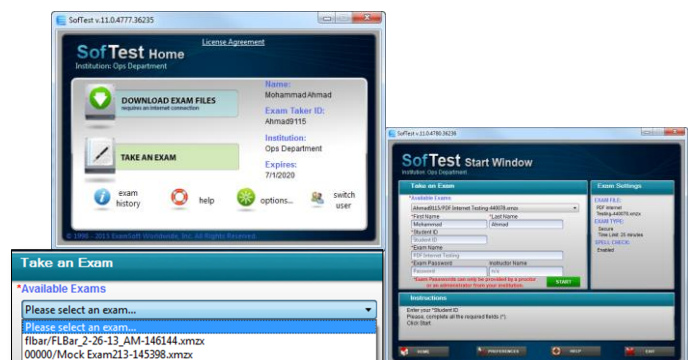
Pre-Exam Checklist

1. Review minimum system requirements for your laptop by visiting *http://www.examsoft.com/barexam* and clicking on Minimum System Requirements tab.

2. Visit www.examsoft.com/mn bar from the laptop you will be using on exam day to download SofTest on this computer. **NO EXCEPTIONS!**

3. Login under the **Exam Takers** section with your assigned ID and password.

4. Click on **Download**, and follow the on-screen prompts.

5. Enter the Institution ID, then click **Next.** Enter the same assigned ID and password to register your copy of SofTest. Click **Next**.

6. Follow the directions for taking a **Mock Exam** to become familiar with the structure of SofTest and to ensure that it was **installed correctly** on your computer.

How to Take the Mock Exam

To make sure that your computer is working properly, take and confirm the upload of the MOCK EXAM. Failure to do so may result in not being able to use your computer on exam day. Please follow these steps:

1. Launch SofTest by clicking the icon.
2. Click **TAKE AN EXAM**.
3. Select the **MOCK EXAM** from the **Available Exams** drop down menu.
4. If required, enter the proper information in the **9-Digit Candidate ID #** field.
5. Click "Start".
6. Your exam will launch into secure mode and the exam will begin. Please remember to read the Exam Notices displayed on the screen.
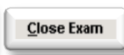
7. You will reach the **STOP** page. Type **'Begin'** and click the button to start the Mock Exam.
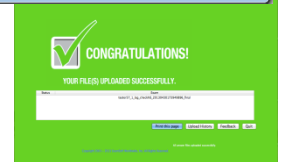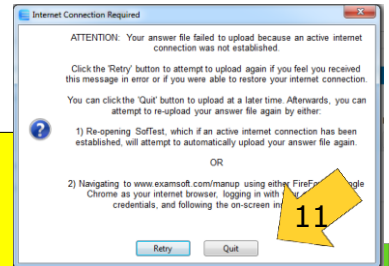

> There are **NO** questions associated with this exam. The Mock Exam is to ensure you have installed SofTest correctly and to familiarize yourself with the format, and how to navigate.

Follow these instructions to properly exit SofTest:

8. Click **Exit and Save** and then **Close Exam**.
9. On the final yellow screen, click the **Exit and Upload** button.
   a. You will be returned to your desktop.
10. If you are connected to a wireless connection, the *upload of your answer file begins immediately.* (Skip to Step # 14)
11. If not, you will receive an **ALERT screen**. You will need to click on the **Quit** button and follow steps 12 and 13 to upload your answer files.
12. Once you arrive at a location with Internet connectivity, turn on the computer, and click on the **SofTest** icon.
13. SofTest will auto-launch and upload your answer files.
14. Once completed you will receive the **green Congratulations Confirmation** screen, and an email will be sent to the email address you used when you registered with SofTest.

15. At this screen, you may click on the **History** button to review your upload and download history.
16. Checking this history report **WILL RECONFIRM** your upload of this exam.

> This is exactly how you will verify the uploading of your answer files on exam day. Be sure to enable your email account to receive mail from **support@examsoft.com** .

NOTE: Make sure you are downloading the software on the laptop that you will be using on exam day. If you need to change the software to a new laptop, there is an ExamSoft fee of $50 to do this.